
USAREUR BULLETIN

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HQ USAREUR/7A, Unit 29351, APO AE 09014

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GIFTS FOR DEPARTING SENIOR OFFICIALS

DOD employees often give gifts to departing commanders or supervisors as a token of appreciation and expression of their best wishes. Strict guidelines govern when gifts may be given and how much these gifts may cost.

Except for the occasions noted below, DOD employees may not—

➤ Give gifts to senior officials or accept gifts from subordinates unless they have a personal relationship with the senior official or subordinate and do not have a senior-subordinate relationship.

➤ Solicit other employees to give a gift to, or contribute to purchase a gift for, senior officials.

INFREQUENT SPECIAL OCCASIONS

For infrequent special occasions (for example, when a senior official retires or leaves for a new duty station), subordinates may provide a gift appropriate to the occasion. The gift may not be worth more than \$300. Subordinates also may ask other employees to contribute a nominal amount (up to \$10) towards the purchase of the gift.

A “permanent change of station” (PCS) gift is not permitted if a commander or supervisor is only moving up the chain of command. These transfers do not end the senior-subordinate relationship.

The \$300 limit—

➤ Does not include the cost for food, refreshments, and entertainment provided for the honoree and the honoree’s personal guests to mark the occasion for which the gift is given.

➤ Is for each donating group. Donating groups are distinct sets of personnel who wish to provide a gift. These groups should be logical sets of contributors. (For example, each of the brigades in a division could provide a gift to the division commander, and each of the battalions in a brigade could provide a gift to the brigade commander, each as a separate donating group.)

➤ Employees may not contribute to more than one donating group to purchase separate gifts for the same person. If an employee contributes to more than one donating group, the items purchased will be considered as one gift from a single donating group and the \$300 limit will apply to the combined value of the gifts.

➤ Combining or dividing donating groups to purchase component parts of one large gift worth over \$300 is prohibited. (For example, a unit cannot divide into separate donating groups of officers, enlisted personnel, and civilians, with one group buying golfclubs for \$299, another buying a golfbag for \$200, and another buying golfballs and tees for \$50.)

GIFTS FOR OTHER OCCASIONS

Other items that may be provided or exchanged and the occasions when they are acceptable include the following:

➤ Food and refreshments shared in an office (cake, cookies, donuts, food dishes for an office potluck).

➤ Personal hospitality of a type and nature customarily provided to friends. For example, employees may invite their supervisors to their homes for dinner.

➤ Customary gifts given in connection with the receipt of personal hospitality (flowers, a bottle of wine).

➤ Items other than cash with a combined value of \$10 or less given on occasions

when gifts are traditionally given or exchanged (for example, birthday gifts, souvenir gifts on return from vacation, holiday office gift exchanges).

HANDLING IMPROPER GIFTS

Personnel who are offered an improper gift may do one of the following:

➤ Refuse or return the gift.

➤ Pay for the gift in full.

➤ Accept the gift on behalf of the Army or the morale, welfare, and recreation fund. (For example, a \$400 clock may be placed in community club, a \$500 sword may be placed in the post museum, and a \$350 coffee-service set may be left with the office for the next commander to use when entertaining official visitors.)

GIFTS TO SPOUSES OF SENIOR OFFICIALS

A gift to the spouse of a senior official will be considered as a gift to the senior official unless there is a separate reason for the gift (for example, if the spouse is given a gift based on his or her outstanding service to the military community).

SOLICITING DONATIONS

No more than \$10 may be solicited to pay for gifts for senior officials. However, employees may voluntarily contribute more than \$10.

To ensure that a contribution is voluntary, personnel in the supervisory chain may not solicit contributions, and lists may not be kept of employees who contribute. A specific contribution amount may be recommended; however, this recommendation must include a statement that the employee may contribute less or nothing at all.

If part of the contributions will be used for something other than a gift (for example, to fund a party), contributors should be told what the funds will be used for.

BIRTH REGISTRATION REQUIREMENTS

When a child is born overseas, the parents are responsible for registering the child's birth with appropriate U.S. or foreign authorities (in some instances, with both). This requirement applies to children born in both U.S. Forces and civilian facilities. The birth registration—

- Documents the child's citizenship.
- Enables the child to get a passport. A child must have a passport to travel in Europe and to enter the United States.

Parents should apply for the child's birth registration and passport to the appropriate authorities within 30 days after the birth.

U.S. CITIZEN PARENTS

USAREUR personnel who are U.S. citizens should report with the child, required documents, and appropriate fees to the servicing personnel detachment (PD) by 30 days after the child's birth. The birth-registration and passport-acceptance agent at the PD must see the child before the parent takes the oath and signs the application on the child's behalf. The oath affirms the truthfulness of the statements on the applications.

- When both parents are U.S. citizens, the parent submitting the evidence of citizenship (preferably the mother) should take the oath and sign the applications.
- When only one parent is a U.S. citizen, that parent should take the oath and sign the applications.

NOTE: A legal guardian or stepparent who presents a notarized statement of authorization from one of the child's natural parents also may initiate the child's birth registration and passport applications.

NON-U.S. CITIZEN PARENTS

USAREUR personnel who are not U.S. citizens should contact their home-country authorities for information on

birth registration and passport procedures. If their home-country does not have an embassy or consulate in country, or the home-country authorities advise that the child is not entitled to citizenship under its laws, the parents should contact the servicing U.S. embassy, consulate, mission, or immigration and naturalization service for guidance on documents needed for the child to travel.

USAREUR personnel can get more information on birth registration and passports from the servicing PD and in USAREUR Regulations 600-290 and 608-3 at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

USAREUR REGULATION RESCISSION

The following USAREUR regulation is rescinded (the proponent staff office at HQ USAREUR/7A is shown in parentheses):

- USAREUR Regulation 210-1, Private Organizations on Department of the Army Installations, 22 February 1994 (ODCSPER)

USAREUR E-MAIL POLICY

The policy in memorandum, HQ USAREUR/7A, AEAIM-AD, 2 July 1997, subject as above, will continue in effect until 2 July 2001. This memorandum is available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

NEW USAREUR COMMAND MEMORANDUM

The following USAREUR command memorandum has been distributed as shown:

- USAREUR Equal Employment Opportunity Mediation Program (UEMP), AEAEE (370-6377), 1 June 2000 (Dist: B)

Units included in the distribution should have received their copies. The proponent telephone number is listed after the office symbol.

This memorandum is also available in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

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